

TAKE CONTROL OF YOUR COMPUTER'S SPECIAL PROGRAM COMPONENTS

Beginners' Kaffee Klatch
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August 28, 2010

When Windows is installed on a computer, some Windows components may be left uninstalled. Conversely, there are other Microsoft components that are installed that you will probably never use that are just taking up space. Good examples would be the games that are either installed or omitted from your computer. If you enjoy playing some of the games, you may want to control which ones are available and which can be discarded.

If you're not sure which components have or have not been installed on your computer, follow the steps below:

WINDOWS XP

Click on Start > Control Panel > Add or Remove Programs > **Add/Remove Windows Components** button and look at the list of features. The components that are installed have a check mark in their boxes.

To install an unchecked component, you may have to insert your Windows XP installation/recovery disc. Check the box for the component that you want to install and then click Next. The installation wizard will take it from there. To uninstall a component, deselect (uncheck the box) the component and then click Next.

If you are unsure what uninstalling a component will entail, highlight the component by selecting it and then click the Details button. This will reveal the subcomponents affected by add/remove. For example, *Accessories and Utilities* breaks down to Accessories and Games and then to specific items, such as Freecell, Hearts, Internet games, Minesweeper, Solitaire, Spider Solitaire, and anything else you would find in the Games program folder. Some entries won't have additional components, however, so the Details option won't be available.

WINDOWS VISTA & WINDOWS 7

Click on Start > Control Panel > Programs > Programs and Features > Turn Windows features on and off

Check the box for the component that you want to install and then click Next. The installation Wizard will take it from there. To uninstall a component, deselect (uncheck the box) the component and then click Next.

Once you have made all your choices and the Wizard has completed its task, close all your windows.